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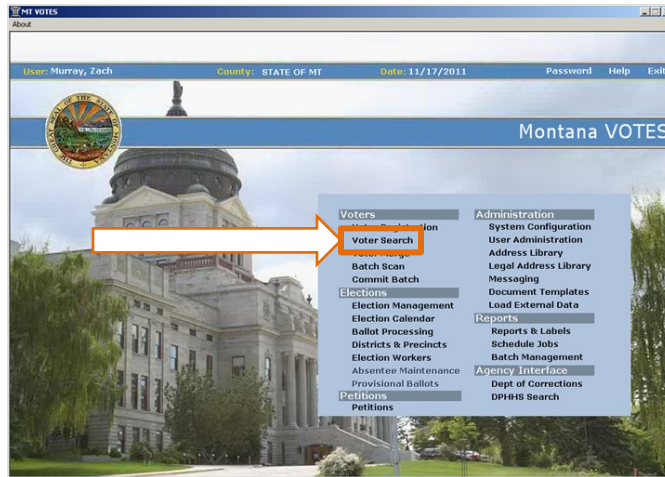


Voter Search and Exporting Reports

Overview Of Topics Covered In This Training Guide

- Voter Search Introduction
- Voter Search Functions
 - Selecting Output Order for Search results
 - Save and re-run search's
 - Extracting Search Results
- Voter Search Reports
- Voter Search Query Options
- Exporting Reports

Voter Search Introduction



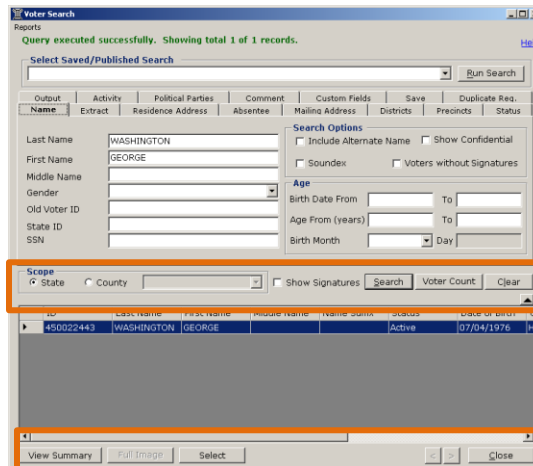
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Voter Search – Search Tools

- Scope
- Show Signature
- Search
- Voter Count
- Clear
- ^
- View Summary
- Full Image
- Select
- < >
- Close



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Voter Search – Search Tools

- Scope
 - The scope field allows you to select which county you would like to search in, or if you want to search the whole state.

The screenshot shows the 'Voter Search' application window. At the top, it says 'Query executed successfully. Showing total 1 of 1 records.' Below this is a 'Select Saved/Published Search' dropdown and a 'Run Search' button. The main form has several input fields: Last Name (WASHINGTON), First Name (GEORGE), Middle Name, Gender, Old Voter ID, State ID, and SSN. To the right are 'Search Options' including checkboxes for 'Include Alternate Name', 'Show Confidential', 'Soundex', and 'Voters without Signatures'. There are also 'Age' filters for birth date, age in years, and birth month/day. At the bottom left, the 'Scope' field is highlighted with an orange box; it has a radio button for 'State' (which is selected) and a dropdown for 'County'. To the right of the Scope field are buttons for 'Show Signatures', 'Search', 'Voter Count', and 'Clear'. Below the form is a table with one record: ID 450022443, Last Name WASHINGTON, First Name GEORGE, Status Active, and Date of Birth 07/04/1976. At the bottom are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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Voter Search – Search Tools

- Show Signatures
 - If checked, the Show Signature options will display the corresponding signature captured for each voter found in your search.

This screenshot is identical to the one above, but the 'Show Signatures' checkbox, located to the right of the 'Scope' field, is now checked and highlighted with an orange box. The rest of the interface, including the search results table and buttons, remains the same.

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Voter Search – Search Tools

- Search
 - Initiates a search through the MT Vote database for voters matching your selected search criteria.
- Voter Count
 - Displays a current Voter count entry chosen under scope.
- Clear
 - Resets the all search criteria so you can start over.

The screenshot shows the 'Voter Search' application window. At the top, it says 'Query executed successfully. Showing total 1 of 1 records.' Below this is a 'Select Saved/Published Search' dropdown and a 'Run Search' button. The main section contains various input fields for search criteria: Last Name (WASHINGTON), First Name (GEORGE), Middle Name, Gender, Old Voter ID, State ID, SSN, and Age (Birth Date From, To, Age From (years), To, Birth Month, Day). There are checkboxes for 'Include Alternate Name', 'Show Confidential', 'Soundex', and 'Voters without Signatures'. Below the input fields is a 'Scope' section with radio buttons for 'State' and 'County', and a 'Show Signatures' checkbox. At the bottom right of the input section are three buttons: 'Search', 'Voter Count', and 'Clear'. The results table below shows one record with ID 450022443, Last Name WASHINGTON, First Name GEORGE, Middle Name, Name Suffix, Status Active, and Date of Birth 07/04/1976. At the bottom are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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Voter Search – Search Tools

- Clicking the ▲ button will expand the search results window to encompass the whole screen.
 - Clicking the button again will return the window back to normal size.

The screenshot shows the 'Voter Search' application window with the search results expanded to fill the screen. At the top, it says 'Showing 1 - 1000 records. Total records: 5246.' Below this is a 'Scope' section with radio buttons for 'State' and 'County', and a 'Show Signatures' checkbox. At the bottom right of the input section are three buttons: 'Search', 'Voter Count', and 'Clear'. The results table below shows a list of records with columns: ID, Last Name, First Name, Middle Name, Name Suffix, Status, and Date of Birth. The records are sorted by ID, and the first record is 1062927, SMITH, A, C, Active, 07/04/1976. At the bottom are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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Voter Search – Search Tools

- View Summary
 - Highlighting a voter that matches your search criteria and hitting the View Summary button will bring up a Voter Summary window.
 - Voter Info, address, history, and alternative name information is all available.
 - Hitting the next button will automatically take you to the next voter in your list.

The screenshot shows the 'Voter Search' application. At the top, a message states 'Query executed successfully. Showing total 1 of 1 records.' Below this is a search criteria form with fields for Last Name (WASHINGTON), First Name (GEORGE), Middle Name, Gender, Old Voter ID, State ID, and SSN. There are also checkboxes for 'Include Alternate Name', 'Show Confidential', 'Soundex', and 'Voters without Signatures'. A 'View Summary' button is highlighted with an orange box. Below the search criteria is a table with one record: ID 45002443, Last Name WASHINGTON, First Name GEORGE, Middle Name, Name Suffix, Status Active, and Date of Birth 07/04/1976. The 'Voter Summary' window is open, showing tabs for Voter Info, Addresses, History, and Alternate Names. The 'Voter Info' tab is active, displaying fields for Voter ID (1069297), Drivers License #, Name, DOB, SSN, Party (No Party), Status (Active), Reason (N/A), County Reg Date, and Vote Eligible Date. A table on the right lists districts: CONGRESSIONAL, STATEWIDE, SUPREME COURT, and SUPREME COURT. A 'Previous' button is highlighted with an orange box at the bottom right of the summary window.

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Voter Search – Full Image

- Full Image
 - Full Image will display the complete document from which the voters signature is appearing.
 - This option is only available if you checked the box for Show Signatures before running your search.

The screenshot shows the 'Image Viewer' window displaying a 'Registration Card 11/7/2008'. The card contains the following information:

- For office use only:** Polling Place, Date, Precinct, Ward, School, House, Senate, and Reg. #.
- TO REGISTER:** All items, except where noted, must be completed to register to vote.
- Under federal and/or state law, all electors must present ID when voting.**
- 1. Are you a citizen of the United States of America?** Yes ☒ No ☐
- 2. Will you be 18 years of age on or before election day?** Yes ☒ No ☐
- *Note:** If you checked 'no' in response to either of these questions, do not complete this form.
- 3. MONTANA DRIVER'S LICENSE #** [Redacted]
- (If you do not have a Montana driver's license number, list the LAST FOUR DIGITS OF SOCIAL SECURITY #)**
- Under federal law you are required to provide one of the above, unless you do not have either. If you have neither, provide or enclose a copy of one of the following: any photo ID with your name; OR a current utility bill, bank statement, paycheck, government check, or other government document that shows your name and current address.**
- 4. Email Address (optional)** [Redacted]
- 5. NAME** (Please print): [Redacted]
- 6. COUNTY** [Redacted]
- 7. ADDRESS WHERE YOU LIVE*** [Redacted]
- 8. TELEPHONE NUMBER** [Redacted]
- 9. DATE OF BIRTH** [Redacted]
- *Precinct is determined by address where you live.**

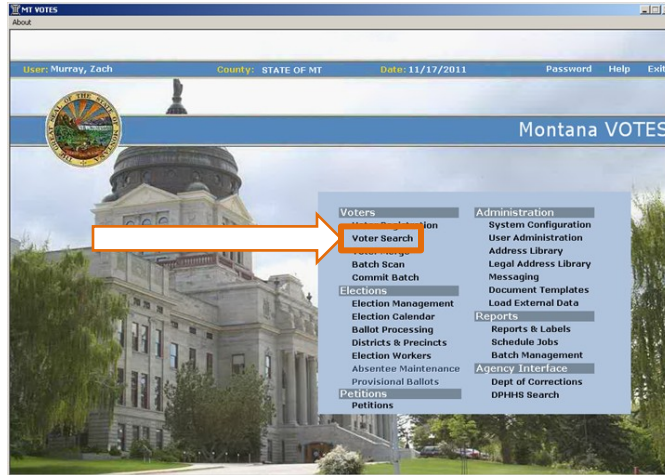
 A 'Close' button is at the bottom right. A date stamp 'NOV 04 2008' is visible on the right side of the card.

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Voter Search Functions



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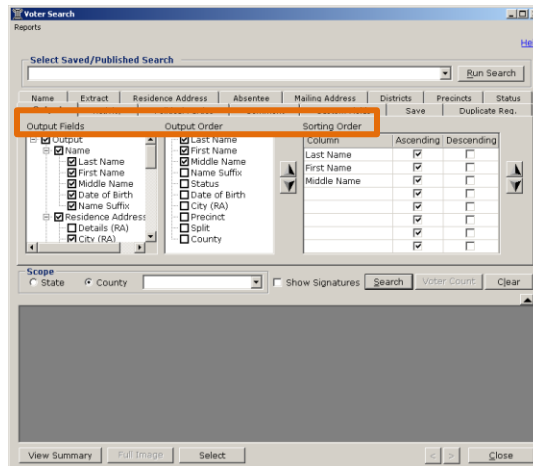
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Voter Search – Output

The Output Fields allows you to select which information will display for the resulting voters that match your search criteria.

The Output Order allows you to specify in which order information is displayed.

Sorting Order determines if sorting should be Ascending or Descending.



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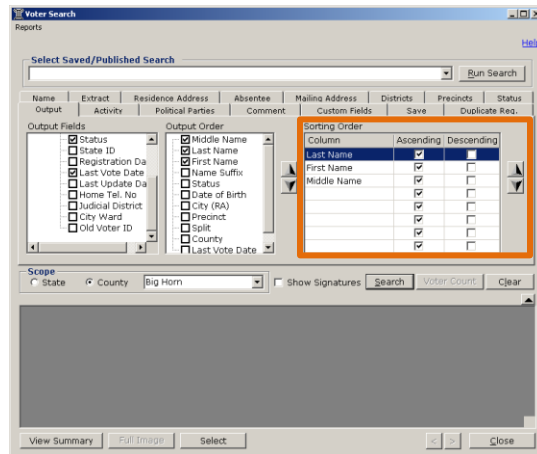
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Voter Search – Sorting Order

Select an item and click the ▲ or ▼ button to move the selected output field up or down in the Sorting Order field.

Clicking an entry in Sorting order and moving it up and down will determine the priority for it's sort order.

Any entries selected from the Output Order will be included in the Sorting Order list.



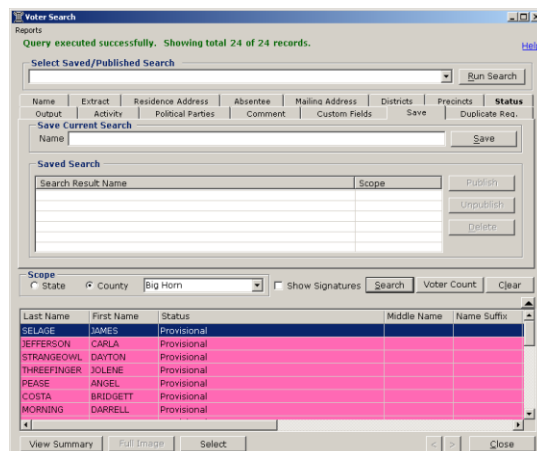
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Voter Search – Save

- Once you have ran a search, the save screen allows you to save the selected search criteria so that the same search can easily be ran in the future.



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Voter Search – Save Current Search

- To save your current search enter in a unique name for the search and click the save button.

Voter Search

Reports

Query executed successfully. Showing total 2 of 2 records.

Select Saved/Published Search

Name | Extract | Residence Address | Absentee | Mailing Address | Districts | Precincts | Status

Output | Activity | Political Parties | Comment | Custom Fields | Save | Duplicate Res.

Save Current Search

Name [Prec5 Prov Voter] Save

Saved Search

Search Result Name	Scope

Search Publish Unpublish Delete

Scope State County Big Horn Show Signatures Search Voter Count Clear

ID	Middle Name	Last Name	First Name	Name Suffix	Status	Date of Birth
100129607		PRIVOR	MICHAEL		Provisional	07/14/1988
100090262	L	REALBIRD	RAMA		Provisional	07/11/1989

View Summary Full Image Select Close

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Voter Search – Publish Saved Search's

- A newly saved search will default to unpublished, which means it is only available for you to use.
- Selecting a saved search and clicking on the publish button will give the saved search a published scope, which will allow all users in your county to use the saved search.
- A published search can be unpublished or deleted at any time.

Voter Search

Reports

The search has been saved successfully.

Select Saved/Published Search

Name | Extract | Residence Address | Absentee | Mailing Address | Districts | Precincts | Status

Output | Activity | Political Parties | Comment | Custom Fields | Save | Duplicate Res.

Save Current Search

Name [Prec5 Prov Voter] Save

Saved Search

Search Result Name	Scope
Prec5 Prov Voter	Not Published

Search Publish Unpublish Delete

Scope State County Big Horn Show Signatures Search Voter Count Clear

Status	Date of Birth	City (RA)	Precinct	Split	County	Last Vote D.
Provisional	07/14/1988		5	03	Big Horn	
Provisional	07/11/1989		5	02	Big Horn	

View Summary Full Image Select Close

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Voter Search – Running A Saved Search

- To run a saved search you will need to select it from the Select Saved/Published Search dropdown at the top of the voter search screen.
- Click Run Search
- Results will display.
- Note that the results may not always be the same if voters no longer match the search criteria, or if new voters do.

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Voter Search – Extract

- MT Votes has the functionality to extract your search results and insert them into a spreadsheet.
- To begin you will need to click on the Extract Tab.

ID	Last Name	First Name	Status
450016934	ABERGEL	DAVID	Provisional
450017015	ACKER	BABYGIRL	Provisional
650299	AGAR	MARK	Provisional
450021472	AKIN	MARLA	Provisional
450012445	ALBERTSEN	ALYSSA	Provisional
100155267	ALEXANDER	TINA	Provisional
100139962	ALFORD	RONNIE	Provisional
450019330	ALLMER	OLIVIA	Provisional

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Voter Search – Output Format

- Select the preferred output format. Text File is recommended.
- Select the Delimiter(how individual records are separated).
- CSV is recommended.
- Check the Box for Include Row Header to include row titles that will correspond to your selected output fields from the Output Tab.

Query executed successfully. Showing total 631 of 631 records.

Select Saved/Published Search: statewide provisional

Run Search

Output Name: Extract

Output Format: ☒ Text File ☐ XML Format

Delimiter: [Comma (CSV)]

Include Row Header: ☒

File Path: [] Browse

Include Summary: ☒

Extract

Scope: ☒ State ☐ County [Big Horn]

Show Signatures: ☐ Search Voter Count: [] Clear

ID	Last Name	First Name	Status
450016934	ABERGEL	DAVID	Provisional
450017015	ACKER	BABYGIRL	Provisional
650299	AGAR	MARK	Provisional
450021472	AKIN	MARLA	Provisional
450012445	ALBERTSEN	ALYSSA	Provisional
100155267	ALEXANDER	TINA	Provisional
100139962	ALFORD	RONNIE	Provisional
450019330	ALLMER	OLIVIA	Provisional

View Summary Full Image Select

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Voter Search – File Path

- Click the Browse Button to select the location to which you would like to save the file.

Query executed successfully. Showing total 631 of 631 records.

Select Saved/Published Search: statewide provisional

Run Search

Output Name: Extract

Output Format: ☒ Text File ☐ XML Format

Delimiter: [Comma (CSV)]

Include Row Header: ☒

File Path: [] Browse

Include Summary: ☒

Extract

Scope: ☒ State ☐ County [Big Horn]

Show Signatures: ☐ Search Voter Count: [] Clear

ID	Last Name	First Name	Status
450016934	ABERGEL	DAVID	Provisional
450017015	ACKER	BABYGIRL	Provisional
650299	AGAR	MARK	Provisional
450021472	AKIN	MARLA	Provisional
450012445	ALBERTSEN	ALYSSA	Provisional
100155267	ALEXANDER	TINA	Provisional
100139962	ALFORD	RONNIE	Provisional
450019330	ALLMER	OLIVIA	Provisional

View Summary Full Image Select

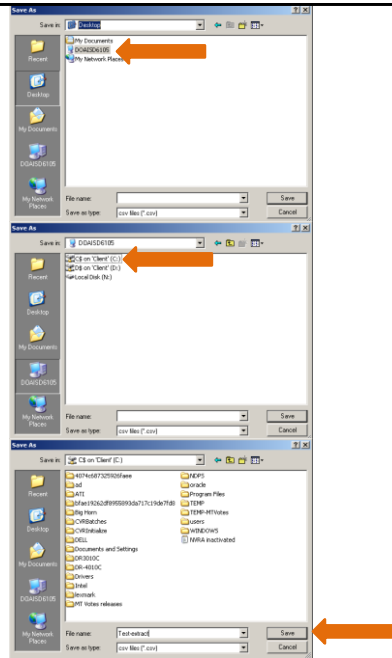
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Voter Search – Save As

- Note that the desktop option on the left does not correspond to your personal desktop.
- Click on the DOAISD6105 icon.
- Click on C\$ on 'client' (C:) to access your computer's hard-drive.
- You may select any folder you like to save the file to.
- Enter a file name and click save.



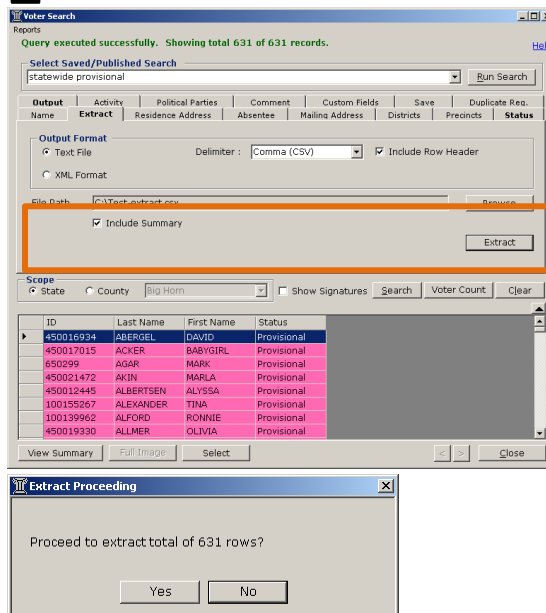
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Voter Search – Extract File

- Your selected location to save the file will now show in the File path field.
- Check the corresponding box if you would like to include a summary with your extracted search results.
- Click Extract
- A confirmation box will display. Click yes to continue.



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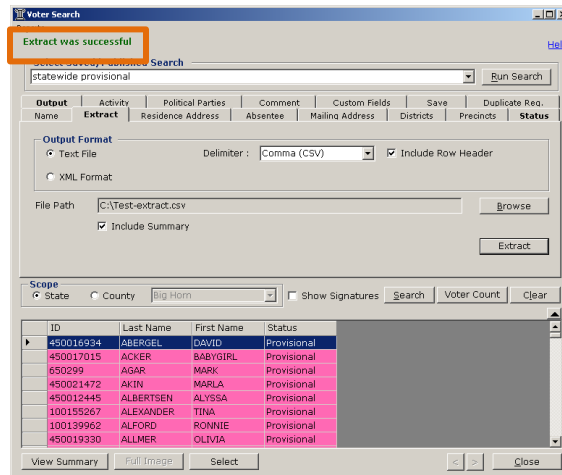
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Voter Search –

Extract File

- Extract was successful will display in green at the top right of the screen.



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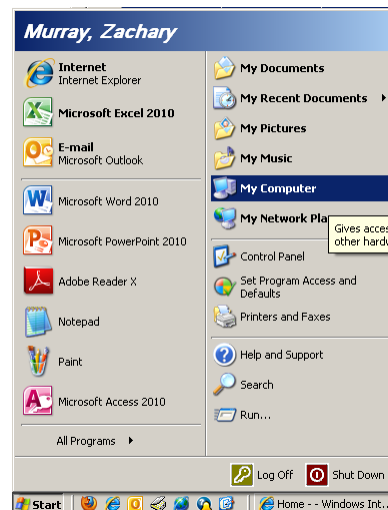
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Voter Search –

Locate Extracted File

- To locate the extracted file, click your start button and then click on my computer.



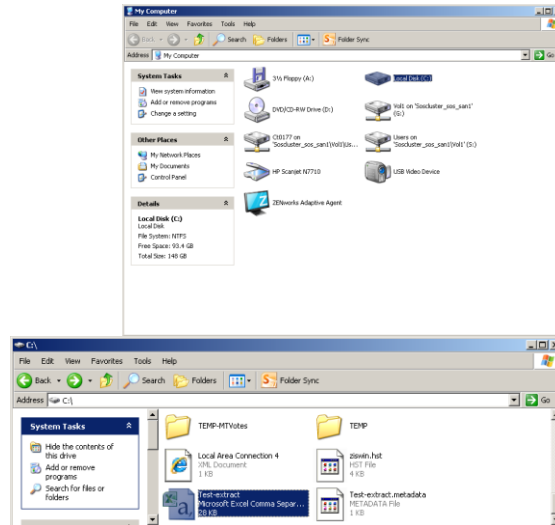
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Voter Search – Locate Extracted File cont.

- Click on Local Disk (C:) to access your hard-drive
- Scroll down to locate the extracted file.
- Double click the file to open in Excel.
- If the file does not open in excel contact the help desk for additional support.

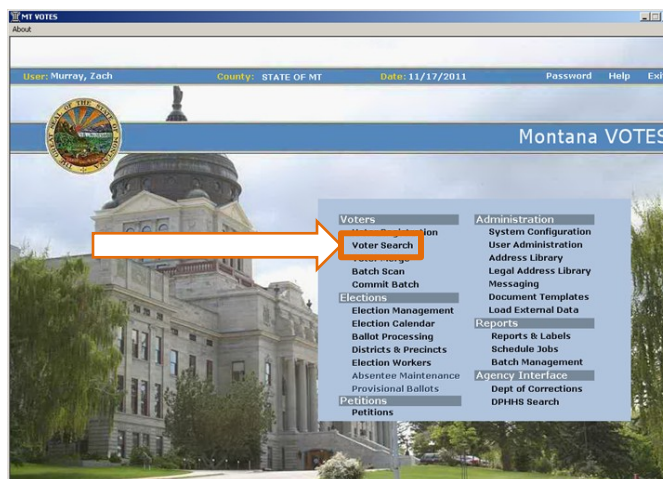


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Voter Search Reports



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Voter Search Reports

- A search has to be ran before these reports will be accessible.
- Click on the Reports menu to gain access to the reports and labels available from Voter Search.
- When running reports a sort option window will open to allow you to choose how you want the report to be sorted.

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Voter Search Reports

Choosing the Mailing Labels report will generate a report containing a barcoded mailing label for each voter that was found during your voter search.

Choosing the Mailing Labels – No Barcode report will generate the same report but the labels will not have a barcode.

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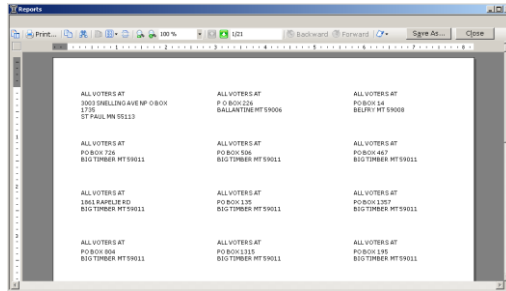
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Voter Search

VIP Mailing Labels

- This Report generates household mailing labels by the last name of the voters at a single residence.
- For example, five voters live at one address: two have the last name of Smith, two have the last name of Robinson, and one has the last name of Kent. Then the system will print out three labels, one for each last name



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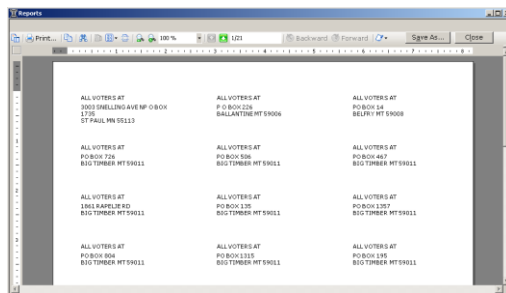
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Voter Search

Household Mailing Labels

- A single Household mailing label is generated for each address.



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Voter Search – Print Report

- Clicking on print report will generate a voter query report.
- This report will include an entry for each voter returned in your search.
- Only, the fields chosen in the Output tab in voter search will be included in this report.

County: STATE OF MT Voter Query Report Date: 11/21/2011

ID	LastName	FirstName	Status
450016934	ABERGEL	DAVID	Provisional
450017015	ACHER	BABYGRL	Provisional
650299	AGAR	MARK	Provisional
450021472	AKIN	MARLA	Provisional
450012445	ALBERTSEN	ALYSSA	Provisional
100155267	ALEXANDER	TINA	Provisional
100139962	ALFORD	ROMNIE	Provisional

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Voter Search – Reports

- Voter Count**
 - Displays the total voter count for the state or county selected under scope.
- Voter Confirmation Card**
 - Clicking on voter confirmation card will send a voter confirmation card to batch management.

Voter Search

The number of voters in the state is 900184

Statewide provisional Run Search

Output: Activity | Political Parties | Comment | Custom Fields | Save | Duplicate Reg. Name | Extract | Residence Address | Absentee | Voting Address | Districts | Precincts | Status

Search Options: ☐ Include Alternate Name ☐ Show Confidential ☐ Soundex ☐ Voters without Signatures

Last Name: First Name: Middle Name: Gender: Age: Birth Date From: To: Age From (years): To: Birth Month: Day:

Scope: ☐ State ☐ County Show Signatures Search Voter Count Clear

ID	LastName	FirstName	Status
450016934	ABERGEL	DAVID	Provisional
450017015	ACHER	BABYGRL	Provisional
650299	AGAR	MARK	Provisional
450021472	AKIN	MARLA	Provisional
450012445	ALBERTSEN	ALYSSA	Provisional
100155267	ALEXANDER	TINA	Provisional
100139962	ALFORD	ROMNIE	Provisional
450012930	ALLMER	OLGA	Provisional

View Summary Print Report Select Close

Voter Search

Voter Confirmation Cards have been sent to Batch Management.

Run Search

Output: Activity | Political Parties | Comment | Custom Fields | Save | Duplicate Reg. Name | Extract | Residence Address | Absentee | Voting Address | Districts | Precincts | Status

Search Options: ☐ Include Alternate Name ☐ Show Confidential ☐ Soundex ☐ Voters without Signatures

Last Name: First Name: Middle Name: Gender: Age: Birth Date From: To: Age From (years): To: Birth Month: Day:

Scope: ☐ State ☐ County Show Signatures Search Voter Count Clear

ID	LastName	FirstName	Status
100120850	MURRAY	ZACHARY	Active

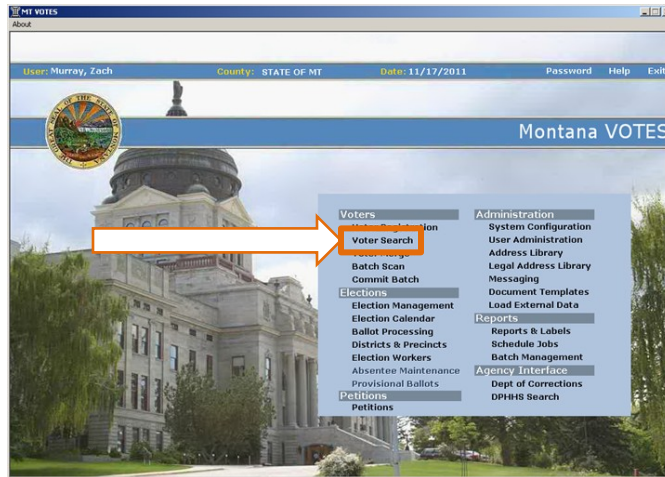
View Summary Print Report Select Close

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Voter Search Query Options



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Voter Search Query Options

Name
Extract
Residence Address
Absentee
Mailing Address
Districts
Precincts
Status
Output
Activity
Political Parties
Comment
Custom Fields
Save
Duplicate Reg.

The screenshot shows the 'Voter Search' application window. The title bar reads 'Voter Search'. The menu bar includes 'Reports' and 'Help'. The main area has a 'Select Saved/Published Search' dropdown and a 'Run Search' button. Below this is a table with columns: 'Output', 'Name', 'Extract', 'Residence Address', 'Absentee', 'Mailing Address', 'Districts', 'Precincts', 'Status'. The 'Search Options' section includes checkboxes for 'Include Alternate Name', 'Show Confidential', 'Soundex', and 'Voters without Signatures'. There are also fields for 'Age' (Birth Date From, To, Age From (years), To, Birth Month, Day) and 'Scape' (State, County). At the bottom, there are buttons for 'View Summary', 'Full Image', 'Select', 'Search', 'Voter Count', and 'Close'.

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Name – Query Options

- Last Name
 - A – Z characters
- First Name
 - A – Z characters
- Middle Name
 - A – Z characters
- Gender
 - Male or Female
- Old Voter ID
 - Migrated Voter ID
- State ID
 - MT DL or State ID #
- SSN
 - Social Security Number

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Name – Search Options

- Include Alternate Name
 - Alternate Names will be included
- Soundex
 - Similar sounding names will be included
- Show Confidential
 - Voters marked confidential will be included
- Voters Without Signatures
 - Voters with no scanned images containing a signature will be included.

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Name –

Age

- Birthday
 - Enter From and To range for voters DOB
- Age
 - Enter From and To range for age's to be included
- Birth Month
 - Select the voters birth month to be included.
 - Optional: a specific day can be entered as well.

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Residence Address –

Address Types

- All
 - Allows only City or Zip code search
- Standard
 - Enter Standard address details
- Non-Standard
 - Free-Form, enter anything
- Legal
 - Enter the properties legal description

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Absentee – Type

- Civilian Overseas
- Election Specific
- Military Domestic
- Military Overseas
- Permanent All
- Permanent Federal
- Seasonal

The screenshot shows the 'Voter Search' application window. The 'Absentee Type' list is highlighted with an orange box. The 'Absentee Request Source' list is also visible. The 'Absentee Status' dropdown is set to 'All'. The 'Scope' is set to 'State'. The 'Search' button is visible at the bottom right.

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Absentee – Request Source

- Absentee Team
- Conservation
- Democrats
- E-mail
- Fax
- In-Person
- Mail
- Nursing Home
- Other
- Republican
- University

The screenshot shows the 'Voter Search' application window. The 'Absentee Request Source' list is highlighted with an orange box. The 'Absentee Type' list is also visible. The 'Absentee Status' dropdown is set to 'All'. The 'Scope' is set to 'State'. The 'Search' button is visible at the bottom right.

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Absentee – Address

- Address
- City
- State
- Zip
- Country

The screenshot shows the 'Voter Search' application window. The 'Absentee' tab is selected. The 'Absentee Address' section is highlighted with an orange box. It contains fields for 'City', 'State', 'Zip', and 'Country'. The 'City' field is empty, 'State' is set to 'MT', 'Zip' is empty, and 'Country' is set to 'USA'. The 'Absentee Type' and 'Absentee Request Source' sections are also visible, with various checkboxes for selection.

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Absentee – Absentee Status

- Permanent All
- Permanent Federal
- UOCAVA

Absentee Status

- Voters without an active date range
 - Absentee entry exists in voter record with old date range.

The screenshot shows the 'Voter Search' application window. The 'Absentee' tab is selected. The 'Absentee Status' section is highlighted with an orange box. It contains a dropdown menu for 'Absentee Status' and a checkbox for 'Voters without an active date range'. The 'City', 'State', 'Zip', and 'Country' fields are also visible, with 'City' empty, 'State' set to 'MT', 'Zip' empty, and 'Country' set to 'USA'.

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Mailing Address – Query Options

- Address
- City
- State
- Zip
- Country

The screenshot shows the 'Voter Search' Reports window. At the top, there's a 'Select Saved/Published Search' dropdown and a 'Run Search' button. Below this is a tabbed interface with tabs for Output Name, Activity, Political Parties, Comment, Custom Fields, Save, Duplicate Req., Residence Address, Absentee, Mailing Address, Districts, Precincts, and Status. The 'Mailing Address' tab is selected. Within this tab, the 'Address' section is highlighted with an orange box. It contains input fields for 'City', 'State' (a dropdown), 'Zip', and 'Country' (a dropdown). Below the Address section, there's a 'Scope' section with radio buttons for 'State' and 'County', and a 'Show Signatures' checkbox. At the bottom, there are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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Districts – District Type

- Ambulance
- Cemetery
- Citywide
- Community Council
- City Commissioner
- Countywide
- Drainage
- Fire
- Hospital
- House District
- Irrigation
- Judicial
- Jury

The screenshot shows the 'Voter Search' Reports window. It has the same layout as the previous screenshot, but the 'Districts' tab is selected. Within this tab, the 'District Type' dropdown menu is highlighted with an orange box, and 'AMBULANCE' is selected. Below the dropdown is a table with two columns: 'District Name (Code)' and 'Selected Districts'. The table is currently empty. At the bottom, there are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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Districts – District Type Cont.

- Jury
- Library
- Mosquito
- Park
- Public Service
- Resort
- Rural
- Rural Improvement
- Sanitary
- School District
- Single Member Trustee
- Senate District
- Sewer

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Districts – District Type Cont.

- Soil Conservation
- Special Improvements
- Statewide
- Supreme Court Justice
- TV District
- Urban Transportation
- Ward
- Water & Sewer
- Water District

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Districts – District Name

- Lists all entries under the district type selected in the above drop box.

The screenshot shows the 'Voter Search Reports' window. At the top, there's a 'Select Saved/Published Search' dropdown and a 'Run Search' button. Below this is a tabbed interface with tabs for 'Output', 'Activity', 'Political Parties', 'Comment', 'Custom Fields', 'Save', 'Duplicate Req.', 'Districts', 'Precincts', and 'Status'. The 'Districts' tab is active. In this tab, there's a 'District Type' dropdown menu. Below it, a list of district names with checkboxes is shown, enclosed in an orange box. The list includes:

- ☐ CONGRESSIONAL - CONG
- ☐ House District 24 - HD 024
- ☐ House District 25 - HD 025
- ☐ House District 26 - HD 026
- ☐ House District 27 - HD 027
- ☐ House District 28 - HD 028
- ☐ House District 29 - HD 029

 To the right of this list is a 'Selected Districts' table with multiple empty rows. At the bottom of the window, there's a 'Scope' section with 'State' and 'County' radio buttons, a 'Show Signatures' checkbox, and 'Search', 'Voter Count', and 'Clear' buttons. The bottom of the window has 'View Summary', 'Full Image', 'Select', and 'Close' buttons.

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Districts – Selected Districts

- Lists all districts that you checked in the district name box.
- Only the districts listed in this box will be included in your next search.

This screenshot is similar to the previous one, showing the 'Voter Search Reports' window with the 'Districts' tab active. In this view, the 'Selected Districts' table, which was empty in the previous screenshot, now contains one entry: 'CONGRESSIONAL - CONG'. This table is highlighted with an orange box. The 'District Name (Code)' list on the left remains the same, with the same orange box around it. The rest of the interface, including the 'Run Search' button, 'Scope' section, and bottom navigation buttons, is identical to the previous screenshot.

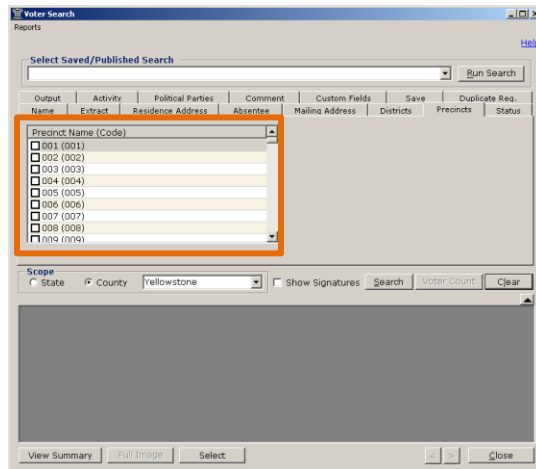
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Precinct – Precinct Name (Code)

- Lists all precincts within your county.
- Checking the box next to a Precinct Name will include that selection in your next search.



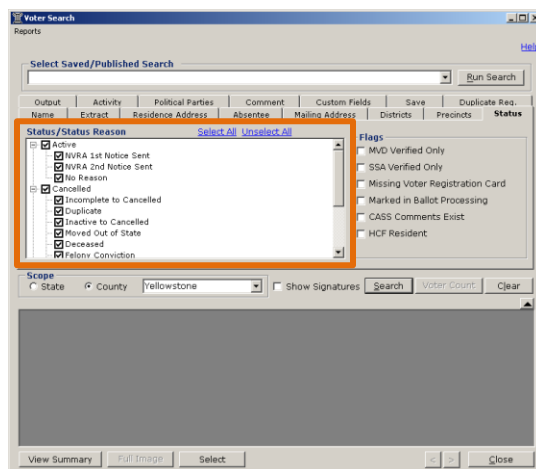
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Status – Status/Status Reason

- Active
 - NVRA 1st Notice Sent
 - NVRA 2nd Notice Sent
 - No reason
- Cancelled
 - Incomplete to Cancelled
 - Duplicate
 - Inactive to Cancelled
 - Moved Out of State
 - Deceased
 - Felony Conviction
- Court Order
- Request for Removal
- Moved out of County



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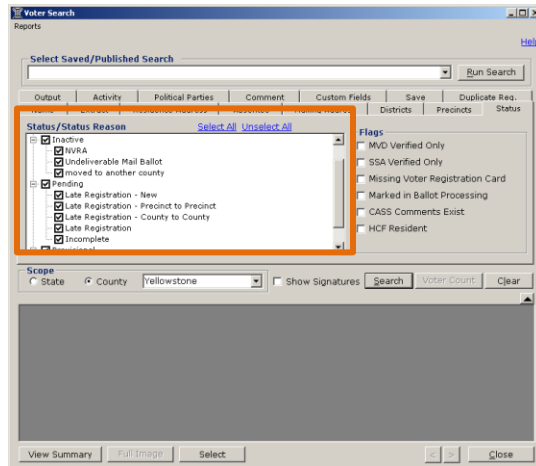
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Status –

Status/ Status Reason Cont'd

- Inactive
 - NVRA
 - Undeliverable Mail Ballot
 - Moved to Another County
- Pending
 - Late Registration – New
 - Late Registration – Precinct to Precinct
 - Late Registration – County to County
 - Late Registration
 - Incomplete
- Provisional
 - ID Verification



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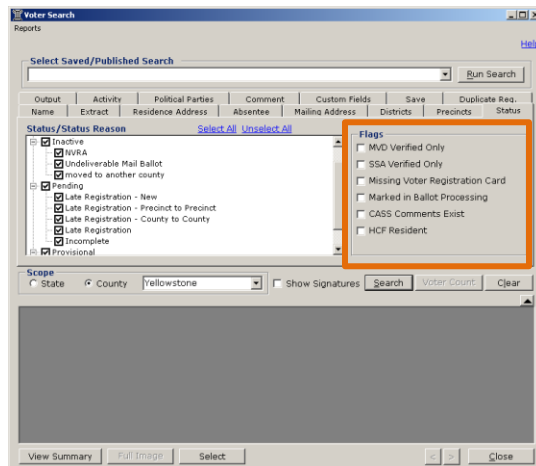
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Status –

Flags

- MVD Verified Only
 - Voters whose identities have been verified against the MVD database.
- SSA Verified Only
 - Voters whose identities have been verified against the Social Security Administration database.
- Missing Voter Registration Card
 - Voters whose registration records do not have a scanned voter registration card.



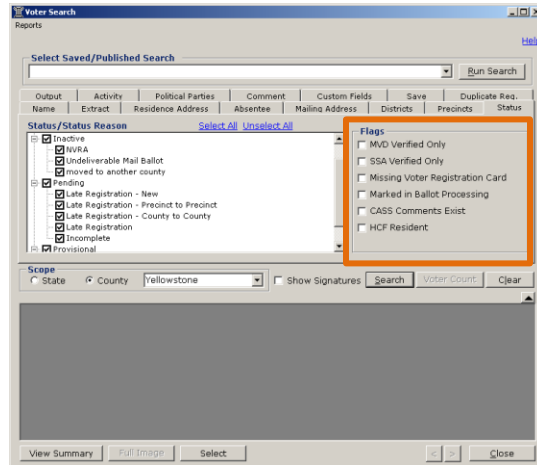
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Status – Flags Cont.

- Marked in Ballot Processing
 - Voters who have the Review Registration check box marked on the Verify Signature screen of the Ballot Processing module.
- CASS Comments Exist
 - Voters whose residence addresses have been flagged as rejected after being checked against the U.S. Postal Service's Coding Accuracy Support System.
- HCF Resident
 - Voters who reside in a health care facility.



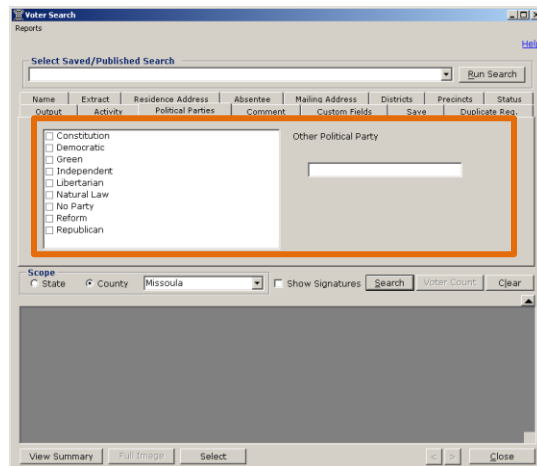
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Political Parties– Query Options

- Constitution
- Democrat
- Green
- Independent
- Libertarian
- Natural Law
- No Part
- Reform
- Republican
- Other Political Party



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Activity – Query Options

- Election Type
 - Election Date
- Voted In Election
- Registration Source
- Record Create Date
- Last Vote Date
- Vote Eligible Date
- Last Update

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Comment – Query Options

- Voter Comment
- Audit Comment

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Custom Fields – Query Options

- The Custom Fields tab will list any custom fields your county has setup in flex labels.

The screenshot shows the 'Voter Search' Reports window. The 'Custom Fields' tab is selected, displaying 'Missoula County Custom Fields' with a single entry: 'UOCAVA/PERM A'. Below the list, the 'Scope' is set to 'County' with 'Missoula' selected. The 'Search' button is visible.

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Duplicate Reg. – Query Options

- Duplicate Count
- Comment
- Duplicate Receive Date
 - From
 - To

The screenshot shows the 'Voter Search' Reports window with the 'Duplicate Reg.' tab selected. It displays fields for 'Duplicate Count', 'Duplicate Receive Date' (with 'From' and 'To' sub-fields), and a 'Comment' field. The 'Scope' is set to 'County' with 'Yellowstone' selected. The 'Search' button is visible.

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Duplicate Reg. – Query Options

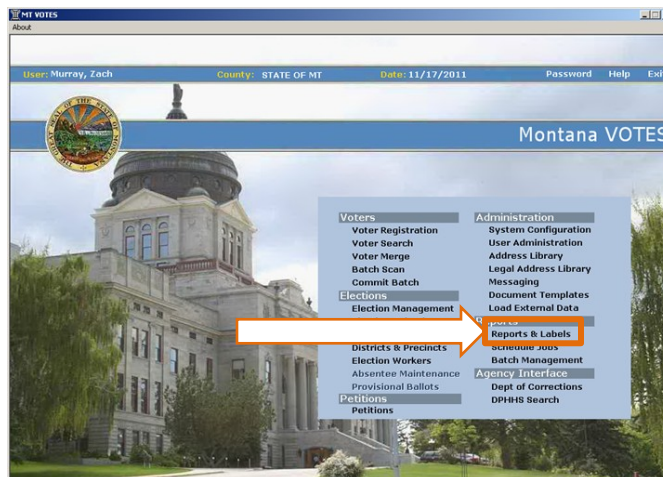
- Duplicate Count
- Comment
- Duplicate Receive Date
 - From
 - To

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Exporting a Report



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Reports and Labels– Exports

- Within reports and labels there are several exports that must be saved to your local computer to access.
- These exports can not be ran by clicking the Run Report button.

The screenshot shows the 'Reports' application window. On the left is a sidebar with navigation links: Voter Registration, Election Management, Districts & Precincts, Elections, Election Workers, Address Library, Labels, Audit Processing, Voter Lookup, and Close. The main area contains several filter sections: County (State of Montana), Precinct (All Deleted precincts will be included on report), District (All Deleted districts will be included on report), Party (All), Status (All), and Election (All). There are also checkboxes for 'Include Confirmed' and 'Run Report'. At the bottom, there is a list of reports with columns 'CODE' and 'NAME'. The reports listed are: EX-001 Voter Walking List, EX-002 Registered Voter List, EX-003 Statewide Voter List, and EX-004 Statewide Voter Extract. The 'Export' button is highlighted with an orange box.

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Reports and Labels– Exports

- To begin you will need to select the export you would like to generate, and choose which filter options you would like.
- Click the Export button.

This screenshot is identical to the one above, showing the 'Reports' application window with the same filters and report list. The 'Export' button is highlighted with an orange box.

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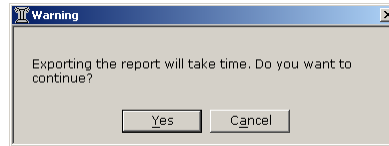
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Reports and Labels–

Exports

- If it is a large export you will receive the following warning.
- This does not always signify that the export will be excessively large, only that it has the potential to be so.
- Click Yes



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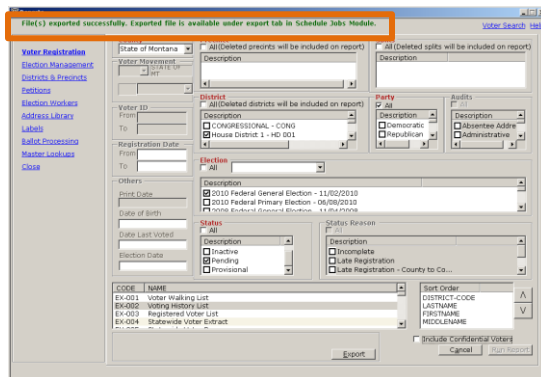
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Reports and Labels–

Exports

- Once the export has finished successfully you will receive a confirmation at the top of the screen.
- Close out of Reports and Labels.

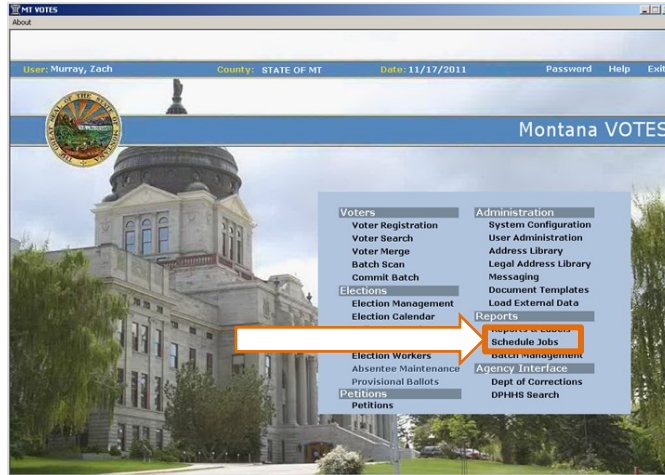


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Retrieving Exported Reports



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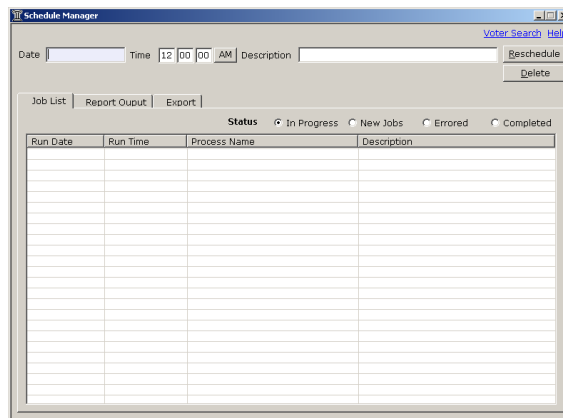
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Schedule Manager—

Retrieving Exports

- To begin you will need to access the Scheduled jobs Module from the main MT Votes screen.
- The Schedule Job Manager screen will display.
- Click on the Export tab.



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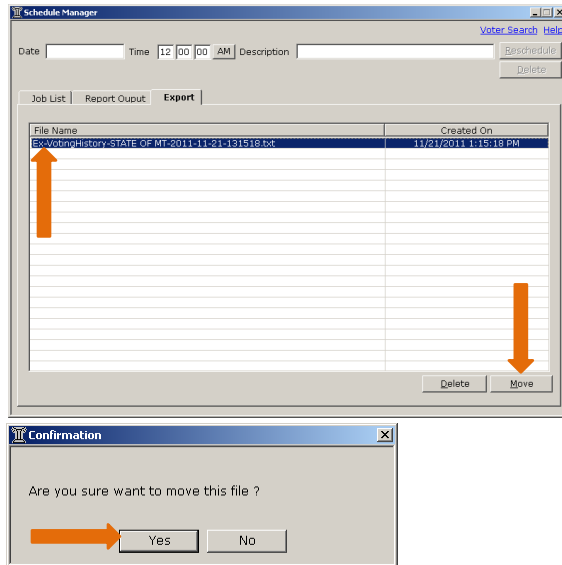
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Schedule Manager–

Retrieving Exports

- Click on the export you created in the previous steps.
- Click the Move button.
- Click Yes on the confirmation screen that displays.
- Select where you want to save the file.



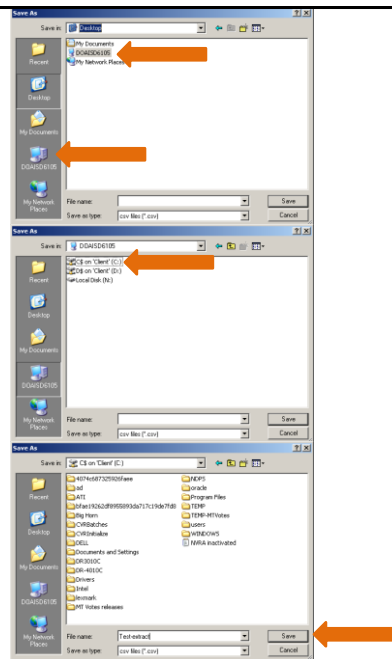
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Save Export– Save As

- Note that the desktop option on the left does not correspond to your personal desktop.
- Click on either DOAISD6105 icon.
- Click on C\$ on 'client' (C:) to access your computers hard-drive.
- Within you may select any folder you would like to save the file to.
- Enter a file name and click save.



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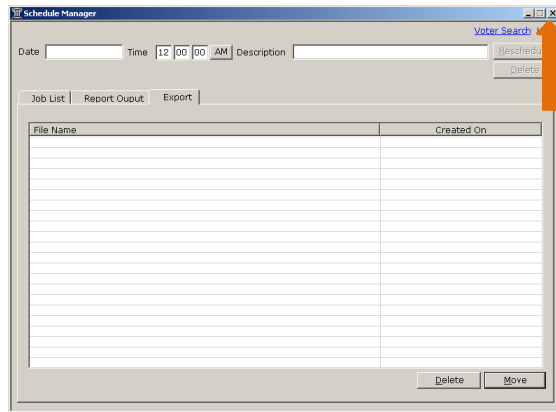
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Schedule Manager–

Retrieving Exports

- The save as window will close.
- The export will no longer be listed in the export tab of the Schedule Manager.
- Close out of the window.

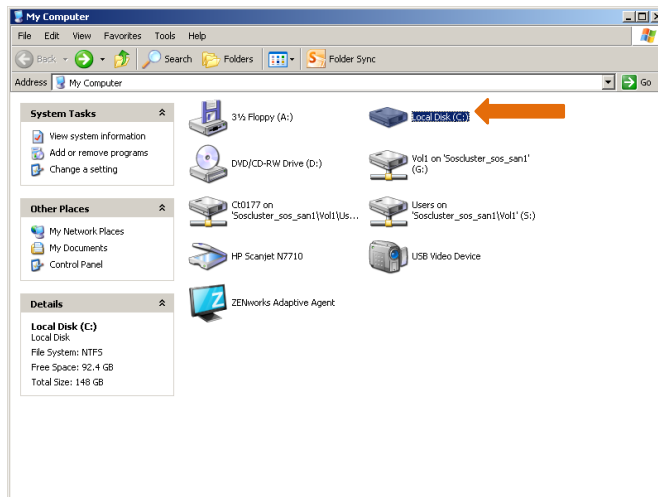


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Locating Exported Reports



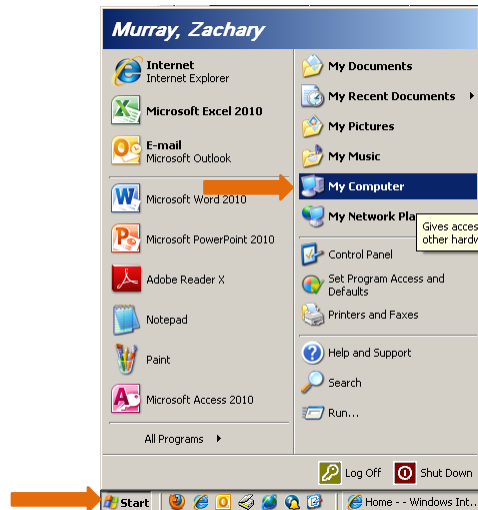
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Export– Locate Exported File

- To locate the exported file, click your start button and then click on my computer.



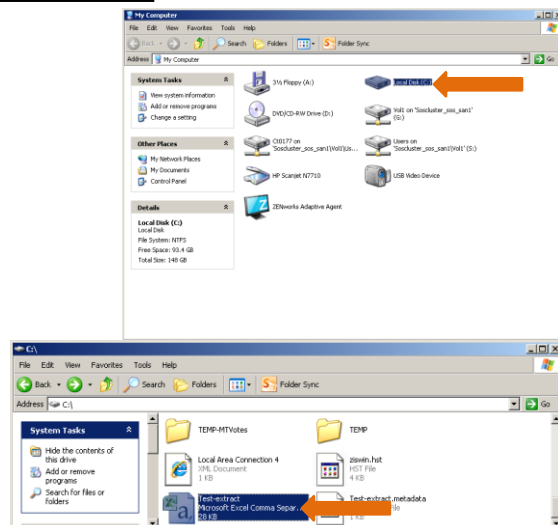
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Export– Locate Exported File cont.

- Click on Local Disk (C:) to access your hard-drive
- Scroll down to locate the exported file.
- Double click the file to open in Excel.
- If the file does not open in excel contact the help desk for additional support.



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As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
have.

